



Terry Tamminen
*Secretary for
Environmental
Protection*

California Regional Water Quality Control Board

Central Valley Region

Robert Schneider, Chair



**Arnold
Schwarzenegger**
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VACANCY ANNOUNCEMENT

LOCATION: CENTRAL VALLEY REGIONAL BOARD, 11020 SUN CENTER DRIVE #200, RANCHO CORDOVA, CA, 95670

STAFF SERVICES MANAGER I (RPA 04-150-56)

DUTIES: Under general direction from the Staff Services Manager III, the incumbent will manage, supervise, organize, direct and coordinate the administrative functions for the Central Valley Regional Water Quality Control Board. This position provides oversight and direction for the administrative functions for our Redding and Fresno Offices. The position will be located in our Rancho Cordova Office. The position requires knowledge of the Regional Board programs, budgeting, facility operations, procurement and personnel. The ability to communicate effectively, both verbally and in writing is necessary for success in this position. The successful candidate must demonstrate the ability to be a team leader and provide creative solutions to meet our program needs.

DESIRABLE QUALIFICATIONS: Excellent organizational skills, including the ability to coordinate multiple tasks and set priorities for administrative staff; comprehensive knowledge of personnel, policies and procedures; ability to work independently and cooperatively as a team leader; capable of negotiating and building consensus; ability to ensure all work, including agendas, is sensible and on time; ability to manage section so it is effective, innovative and responsive; ability to identify administrative and sensitive issues that require management approval; knowledge of program administration, budgeting and personnel management; ability to work effectively with professional staff and the public and maintain cooperative relationships.

WHO MAY APPLY: Applicants must hold a current Staff Services Manager I appointment or possess list, transfer or reinstatement eligibility. Priority will be given to individuals with current reemployment, SROA and surplus status. Applications will be screened and only the most qualified applicants will be interviewed

Permanent, full-time. Final filing date: Until Filed. Submit a resume and state application form to Richard Loncarovich, Staff Services Manager III, Central Valley Regional Water Quality Control Board, 11020 Sun Center Drive #200, Rancho Cordova, CA 95670 or contact Richard Loncarovich at (916) 464-4640, for further information.

California Environmental Protection Agency

